

**SPECIAL RULES OF ORDER OF THE ASSOCIATED STUDENTS SENATE OF THE  
UNIVERSITY OF CALIFORNIA, SAN DIEGO**

[Ap 2007-04-11, Am 2007-11-14, Am 2008-05-14, Am 2009-04-16, Am 2009-05-13, Am 2010-01-12, Am 2014-03-04, Am 2015-04-28, Am 2016-02-24, Am 2020-01-13, Am 2021-03-31]

The meetings of the Associated Students Senate, herein referred to as “the Senate,” are run according to the current edition of *Robert’s Rules of Order Newly Revised* (RONR) with the exception of these special rules of order adopted by the Senate. As prescribed by RONR, these special rules of order may be suspended by a two-thirds vote and may be amended by previous notice and a two-thirds vote or a majority of the entire membership.

**Rule 1. Session and Annual Appointment of Speaker**

1. Each session of the Senate shall begin and end concurrently with the terms of the Officers

**Rule 2. Proper Handling of Business**

1. The only actions the Senate may take are actions related to a bill properly submitted and processed by the procedures described in the Standing Rules

**Rule 3. Power to Refer Matters to Committee**

1. If a bill has not yet been considered by the Senate and is awaiting action by a standing committee because the Clerk referred the bill to it, the Senate may not consider the bill unless the committee is first discharged of it

**Rule 4. Order of Business**

1. Roll Call
  - a. The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the beginning of the meeting
2. Public Input
  - a. Any individual who is not a member of the Senate may address the Senate for up to five minutes. The Speaker has the authority to allow each individual to speak once if the speaker sees it necessary for time concerns. After 30 minutes have elapsed, the Senate may, by an adopted motion requiring two-thirds majority, end public input before all individuals have been able to speak
3. Special Presentations
  - a. Any member of the Senate, as well as any individual who is invited by a member of the Senate, may address the Senate in a presentation for up to 15 minutes, every presentation will have a five minute question and answer period immediately following. The Senate may move to extend the presentation time or the allocated question and answer time before or during the presentation. If this

section exceeds 80 minutes, at the conclusion of the presentation that goes over the time limit, there will be a 10 minute recess

4. Reports of Senator Projects
  - a. Each Senator shall have up to five minutes to give an oral report specifically concerning upcoming or completed senator projects
5. Reports of AS Senators
  - a. Each Senator shall have up to three minutes to give an oral report that can include issues and concerns from constituents, updates from College Councils, etc.
6. Reports of AS Offices
  - a. The Officers shall each have up to five minutes to give each oral report. These reports may include updates on the Offices that the Officer oversees, as well as their respective Office
7. Question Time
  - a. Any member of the Senate may ask questions to any member of the Senate that relate to the member's duties. The member shall truthfully respond orally or in writing by the next regular meeting. If the member is not present, the Clerk of the Senate shall inform the absent member of the question, and the member shall respond in writing by or orally at the next regular meeting. The total time for Question Time shall not exceed twenty minutes
8. Reports of Standing Committees
  - a. The Chairs or Vice-Chairs of the committees will report on the actions taken by the committees and can include written bills
9. Reports of External Committees
  - a. Any member of the Senate shall have up to three minutes to give an oral report regarding updates from their external committees
  - b. After the conclusion of an oral report, a discussion may be opened by the member who gave the report, if they so desire
10. Committee Question Time
  - a. Refer to rule 4 subsection 8. Question Time
11. Discussion Items
  - a. Any member of the Senate may begin a discussion in the Senate for up to 20 minutes. The Senate may move to extend the discussion time before or during the discussion. Discussions will be facilitated by the item proposer using RONR. Items should be submitted to the Memorandum of the Order of Business
12. Unfinished Business
13. New Business

- a. Any items for New Business must be submitted via email to the Senate at least 24 hours prior to Senate

#### 14. Open Forum

- a. Any member of the Senate may speak on any topic an unlimited number of times for up to three minutes. The total time for Open Forum shall be twenty minutes unless extended by a two-thirds vote of the Senate

#### 15. Roll Call

- a. The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the end of the meeting

#### 16. Written Reports

- a. Any member of Senate that properly submits a written report by the prescribed deadline can have it published under the Reports of External News, Reports of AS Offices, Reports of Senate Projects, Reports of AS Senators, Reports of External Committees, and Reports of Standing Committees sections in the Memorandum of the Order of Business circulated to members before the meeting

### Rule 5. Power of Speaker to Set Order of Topics Within a Class of Business

1. The Speaker has the power to determine the order of the topics within a class of business

### Rule 6. Assignment of the Floor

1. The Speaker may maintain a Speaker's List to establish the order in which members are to be recognized for the purpose of discussion or debate. The Speaker's List shall be organized and applied at the Speaker's discretion
2. The Speaker's List will be divided by those who have spoken and those who have not previously spoken, with priority given to those who have not spoken during that item
3. Only members of the Senate may be placed on the Speaker's List; however, upon being recognized by the Speaker, a member of the Senate may yield the time to a person who is not a member of the Senate

### Rule 7. Limits of Debate

1. Each speech shall be limited to three minutes. There shall be no limit on the number of times a member may speak on a debatable question. An adopted motion to limit or extend the limits of debate takes precedence over this rule

### Rule 8. Motions in Writing

1. The Speaker shall, upon the request of the Clerk or Speaker of the Senate, require that a motion be submitted in writing

### Rule 9. Executive Session

1. The Senate may, by a majority vote, enter executive session for only the reasons allowed by the Constitution or, by a majority vote, leave executive session. During the executive session, no recording or minutes shall be taken of the meeting. After the Senate leaves executive session, the Speaker shall report and have entered into the minutes any action taken by the Senate during executive session

#### Rule 10. Roll Call Voting

1. The Senate may, by a one-third vote, order that a vote be taken by roll call. Each member's vote will be recorded in the minutes
2. A closed roll call vote shall occur upon the final vote on a given business item, and the roll call vote shall be recorded by the Clerk in the minutes
3. The Senate may, by a  $\frac{2}{3}$  majority vote, order that a vote be taken by open roll call and that the roll remain open for no later than two academic days for members who were absent during voting to cast their vote by informing the Clerk of the Senate. Votes already cast by members of the Senate may not be changed once they have been cast. This stipulation does not apply to abstentions. Each member's vote shall be recorded in the minutes

#### Rule 11. Straw Polls

1. Straw polls shall be permitted, superseding RONR, subject to the judgement of the Speaker

#### Rule 12. Friendly Amendments

1. Should a Senate member propose a friendly amendment to a motion, and the mover of the original motion should find said amendment agreeable, then the original motion shall immediately be so amended. This requires a vote of the Senate if and only if there is an objection to the proposition